



# Limited Authority to Teach

Board Policy | 7 December 2023

## 1. Purpose

This policy provides the framework for managing the application and granting of Limited Authorities to Teach (LAT) under section 17C of the *Teachers Registration Act 2000 (the Act)*.

Consistent with the Board's primary functions under the Act, this Policy aims to ensure the welfare and best interests of students whilst also advancing the teaching profession.

## 2. Policy statement

Under the Act, only registered teachers can undertake the duties of a teacher in a school in Tasmania.

However, it is recognised that at times schools are challenged to find qualified and registered teachers in certain subject areas and geographical locations.

The LAT process enables a person who is not registered to be approved by the Board to teach in a school under strict limitations.

## 3. LAT Principles

The following principles apply to this policy as determining factors in the provision of LATs in Tasmania:

1. Schools must ensure that they have undertaken a process to find an appropriately registered teacher prior to seeking a LAT.
2. A LAT is an alternative authorisation to teach and exists at the discretion of the Board to:
  - address a workforce shortage, and
  - provide a sustainable pathway towards teacher registration.
3. A LAT applies only to positions where the duties to be undertaken are those of a teacher.
4. The duration of a LAT is limited to the term approved by the Board (see part 5).
5. Holders of a LAT are expected to be progressing towards teacher registration unless explicitly exempt (see part 8).
6. A LAT may be granted to an individual to teach specific subjects/grades for a fixed term or to undertake relief teaching.
7. A LAT confers the same professional obligations of a registered teacher.

## 4. LAT Criteria

All applicants for a LAT must meet the following requirements to be eligible:

- has the appropriate skills or experience that available registered teachers do not have
- is of Good Character and Fit to be a teacher
- holds current Registration to Work with Vulnerable People (RWVP)
- is sufficiently proficient in the English language (refer to the English Language Proficiency Policy).

## 5. LAT Duration

An application or request for a LAT may be made at any time.

A School-Specific or Generic Relief LAT may be approved for up to twelve months from the date of approval. An Internship LAT may be approved for the duration of the program.

At the expiry of a LAT, a school must make every reasonable effort to find a registered teacher prior to applying for a further LAT to fill a role.

The Board may request evidence of attempts to find a registered teacher to fill a vacancy or further supporting information as to why the LAT should be approved.

## 6. LAT Workload maximums

A LAT for ITE student teachers will only be approved to a maximum of 0.6 full time equivalent (FTE). An ITE student LAT holder may temporarily increase their workload to 1.0 FTE during Semester breaks, where they have completed all ITE course requirements to that point.

Teacher Intern Placement Program (TIPP) LATS may be approved for 0.6 FTE in Term 3 and 1.0 FTE in Term 4. Teach for Australia (TFA) LATs may be approved for 0.8 FTE, consistent with Internship terms.

Applications made under a part 8 exemption category may be approved up to 1.0 FTE.

## 7. LAT Categories

School-Specific LAT	Generic Relief LAT	Internship LAT
Sought by a school for fixed-term specific role and/or relief teaching (either ITE or Exempt category)	Sought by a final year ITE student for generic relief teaching	Provided to an ITE student enrolled in program (e.g. TFA or TIPP)
Can only work at the school seeking LAT	Can work at different schools	Can only work at the intern school
School must nominate a mentor for ITE LAT holders	N/A	Support provided by internship program

## 7.1 School-specific LAT

The school seeking to employ an individual under a LAT initiates the LAT application process, via the school portal.

To be considered for school specific, fixed term and/or relief LAT, all student teachers must have successfully completed:

- a minimum of 50 per cent of their initial teacher education degree (FTE equivalent)
- a minimum of two professional experience units.

The school must provide the Board with details of the teaching position for which the LAT is being sought. These details must include:

- the name of the person to whom the teaching position is to be offered
- the name of the school
- the subject area/s and year levels the person will be expected to teach, and FTE equivalent of the role
- if a fixed term position is less than 0.6 FTE, whether the person will also undertake relief teaching
- the start and finish dates for which the LAT is being sought
- the name and position of the nominated mentor of an ITE LAT teacher (must be noted in the supporting information text box in the application).
  - The mentor must be a registered teacher within the school or an approved alternative (see definitions).
  - The mentor must provide oversight and support to enable the LAT holder to complete professional learning as appropriate and aligned with the Australian Professional Standards for Teachers, particularly in relation to:
    - mandatory reporting
    - working with learners with special needs
    - Child and Youth Safe Standards.

## 7.2 Generic relief LAT

A Generic Relief LAT is only available to individuals who:

- are currently completing the final year of their Initial Teacher Education degree
- have successfully completed all professional experience units up to that point.

Once granted, a Generic Relief LAT holder can be employed as a relief teacher in any Tasmanian school or college. Individuals seeking a Generic Relief LAT must email a request to [enquiries@trb.tas.gov.au](mailto:enquiries@trb.tas.gov.au) to initiate the application process.

The LAT applicant may be required to provide certified copies of documentary evidence or other information requested by the Board to support their application.

### 7.3 Internship LAT

Individuals undertaking an accredited employment-based Internship to teacher registration, such as the TFA program or the TIPP, may be granted an Internship LAT.

The Internship LAT will be granted for the duration of the accredited employment-based internship program, up to the maximum grant period of two years. This may be subject to annual demonstration of progress towards teacher registration. This category of LAT cannot be granted to an individual for two or more schools concurrently.

Internship LATs are managed by the office of the Board. If you are successful in obtaining a place in one of the above-mentioned programs, a LAT will be initiated on your behalf.

## 8. LAT Exemption criteria

The Board prioritises children's wellbeing and quality teaching, working with the teaching profession and other key stakeholders to ensure that LAT holders meet the Australian professional standards. The Board recognises that there may be circumstances where a LAT applicant may be exempt from some of the LAT principles (i.e. may not be an ITE student but has specific skills or experience).

In a circumstance where an exemption may be justified, an email request should be sent to the Manager, Registration Service at [registration@trb.tas.gov.au](mailto:registration@trb.tas.gov.au). This may apply for:

- language experts who have a high level of expertise with knowledge of a language other than English
- individuals with extensive specialist subject area professional experience, who are filling a short-term staffing gap within a school
- where a LAT has expired and there is a continuing staffing need but no suitably skilled and qualified registered teacher could be sourced through recruitment
- if an applicant has been prevented from completing their professional experience due to extenuating circumstances.

## 9. LAT Suspension and cancellation

A LAT holder may have their LAT suspended or cancelled if the Board considers it is appropriate to do so. This could be because there is no longer a need for the LAT, or for any other reason in line with the Act. The suspension or cancellation of a LAT may be determined without conducting an inquiry. Notice will be provided to the LAT holder and their employer in the event of the cancellation or suspension of a LAT.

## 10. Appeal and review

If a LAT applicant is aggrieved by a decision made under this Policy, they may apply for an internal appeal to the Deputy Director. Applications for appeal should be submitted by email to [enquiries@trb.tas.gov.au](mailto:enquiries@trb.tas.gov.au) within 7 days of the date of the decision. A response will be provided within 5 business days.

Requesting an internal appeal does not restrict a person's right to apply for a review of the decision to the Magistrates Court, pursuant to section 29 of the Act. A request for review under section 29 must be lodged within **28 days of the original decision**.

## 11. Roles and Responsibilities

**LAT applicants** are to:

- provide the TRB with all required documentation that may include:
  - academic transcripts
  - professional placement reports
  - RWVP card information
  - English proficiency evidence (if needed)
  - any additional information as requested.

**Schools** will:

- provide the TRB with all required documentation about recruitment strategies
- provide the LAT holder with a mentor throughout their employment at the school
- ensure that an ITE LAT holder is not engaged beyond 0.6 FTE
- provide suitable supervision of LAT holders in their school
- provide the Board with any additional information as required.

**The Office of the Board** will:

- determine applications for LATs in accordance with the Policy
- provide updates on the progress of LAT applications via email
- process LAT applications in a timely manner.

## 12. Definitions

**'Holder of a limited authority'** means a person who holds a current notice of Limited Authority to Teach (LAT) (Section 3 of the Act).

**'Limited authority'** means a limited authority granted under [section 17D](#) or extended under [section 17H](#).

**'Mentor'** means a registered and practising teacher employed at a school who supervises a LAT holder.

**'Mentor – approved alternative'** is a registered teacher in another school or a registered, retired teacher (retired within previous five years);

**'Practising teacher'** means a registered teacher who is employed as a member of the teaching staff of a school;

**'Registered teacher'** means a person who holds full registration, provisional registration or specialist vocational education and training registration and whose name appears on the register of teachers (Section 3 of the Act).

**'Relief teacher'** means a person engaged for a short term and irregular basis to provide relief for a teacher employed as part of the normal staffing establishment of a school.

**‘Supervision’** includes oversight of the planning and implementation of class programs and professional support with respect to:

- teaching methods/practices
- student welfare and classroom management
- assessment procedures and related matters

Supervision does not include a requirement for a registered teacher to be always present in the classroom with the LAT holder, except as required for Internship LAT holders.

### 13. Privacy and Confidentiality

Board Officers will only have access to the information that is necessary for them to carry out their work functions. All Board Officers are bound by confidentiality requirements. The Board manages all information in accordance with the [Personal Information Protection Act 2004](#).

### 14. Legislation

Teachers Registration Act 2000 – [Section 17C](#)

Teachers Registration Act 2000 – [Section 17D](#)

Teachers Registration Act 2000 – [Section 17E](#)

Teachers Registration Act 2000 – [Section 17F](#)

Teachers Registration Act 2000 – [Section 17G](#)

Teachers Registration Act 2000 – [Section 17H](#)

Teachers Registration Act 2000 – [Section 17I](#)

Teachers Registration Act 2000 – [Section 19](#)

Teachers Registration Act 2000 – [Section 25](#)

### 15. Document History

Version	Details	Approved by	Approval date
1.0	Policy established	Board	1 August 2005
2.0	Reviewed by Board	Board	4 August 2021
3.0	Hyperlinks updated	Board	21 October 2022
4.0	Removal of Tas TAFE	Board	23 May 2023
4.1	Addition of Context Statement	Board	6 June 2023
4.2	Amendment of study and PE requirements	Board	4 October 2023
5.0	Review of Policy	Board	7 December 2023